



JOB DESCRIPTION

Job Title: Philanthropy Operations Coordinator
Reports To: Chief Philanthropy Officer
FLSA Status: Non-Exempt

Job Summary:

Under limited supervision, this position is responsible for identifying and preparing grant proposals in accordance with the funder's giving policies, guidelines and criteria and will oversee LIFESPAN's donor database.

Essential Duties and Responsibilities:

Other duties may be assigned as necessary.

Perform prospect research on foundations and corporations for support of specific programs, general operating funds or capital needs and present to Chief Philanthropy Officer for approval.

Write and secure a minimum of \$250,000.00 in grant proposals per fiscal year.

Write letters of inquiry, proposals, applications, reports, and other correspondence to foundation and corporate donors and prospects.

Prepare, analyze and submit proposals, including project narratives, budget, and other supporting documentation, in a timely manner to meet grant application deadlines.

Maintain grants calendars of due dates and deliverables.

Maintain files of current guidelines, grants, including reports by Program Managers, and correspondence with funders.

Work with Program Managers to develop proposals for various program grants.

Conduct research on current internal and external industry related trends in order to maintain current statistics and demographical information for use in proposals.

Prioritize projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals.

Prepare and present to Chief Philanthropy Officer, monthly progress reports of giving.

Facilitate gift and data entry in Raiser's Edge NXT or current database to ensure that pledges gifts and biographic changes are processed accurately and efficiently.

Maintain proficiency in the most current content and structural use of the donor database system.

Execute the specifications for standard and custom donor reporting.

Implement best practice data hygiene practices; management, augmentation and clean-up of existing data sources and ensure consistency and accuracy of data.



JOB DESCRIPTION

Oversee, manage and facilitate the gift acknowledgement process; generating, processing and mailing donor letters and thank you cards within 48 hours of gift receipt.

Work closely with Accounting Department to ensure donor database records are in line with organizational financial reports. Track current grantors to assure compliance with reporting requirements, reporting deadlines, priority updates, etc.

Participate as a team member with the Philanthropy Department in setting and implementing strategic goals and initiatives.

Work with Director of Individual Philanthropy and the Director of Philanthropic Partnerships to manage restricted funds.

Work with Chief Philanthropy Officer to obtain required signatures from the President & CEO and Board Chair prior to grant submissions.

Abide by, enforce and participate in the implementation and ongoing oversight of all LIFESPAN safety standards and regulations.

Supervisory Responsibilities:

This position has no direct supervisory responsibilities.

Competencies:

To perform the job successfully, you must demonstrate the following competencies:

Use of Technology - Demonstrates required skills; Adapts to new technologies; Troubleshoots technological problems; Uses technology to increase productivity; Keeps technical skills up to date.

Communications – Clearly expresses ideas and thoughts verbally; Clearly expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Edits work for spelling and grammar.

Relationship Building - Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints.

Customer Service - Manages difficult or emotional customer situations in a professional manner; Responds promptly to customer needs and requests for assistance; Incorporates customer feedback to improve service.

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Job Knowledge/Organizational Support - Follows policies and procedures; Completes tasks correctly and on time; Supports LIFESPAN's goals, values, and mission; Strives to continuously build knowledge and skills.

Organizing Ability - Simultaneously handles several assignments; Prioritizes and plans work activities; Uses time efficiently; Sets and meets goals and objectives.



JOB DESCRIPTION

Quality - Maintains accuracy and thoroughness; Looks for ways to promote quality, while increasing productivity at the same time; Monitors own work to ensure quality.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate Degree from a two-year college or university and three to five years of related experience and/or training in a Philanthropy office; or equivalent combination of education and experience.

Computer Skills

Must have advanced skills in Microsoft Office suite, web-based research and knowledge/experience in Raiser's Edge fundraising software preferred.

Physical Requirements

Must be able to exert up to twenty-five pounds of force occasionally and/or frequently to lift, carry, push, pull or otherwise move objects.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, proposals, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Reasoning Skills

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Other Skills and Abilities

Must have outstanding proofreading and editing skills.

Additional and/or Program Specific Responsibilities:

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature



JOB DESCRIPTION

Manager Name (Printed)

Manager Signature

Date